



Mail Reference Request Form

Please read before filling out this form:

- Please read the *Terms and Conditions of Search* on back of this form.
- Check only one box. If more than one box is checked, staff will choose one search for you.
- Each request needs to be accompanied by one form and fee. You may make additional copies of this form.

Fee is non-refundable. Submit check or money order only payable in United States Dollars (USD) to The Georgia Archives.

- ☐ \$15.00 USD (Georgia Resident)
☐ \$30.00 USD (Non-Georgia Resident)

Mail the request with your fee to:

The Georgia Archives
Reference Services
5800 Jonesboro Road
Morrow, GA 30260

Please include your telephone number or email address so that we may contact you with questions about your order:

Type or clearly print your name and address (including postal code)

Ancestor's name(s): _____

County: _____

Other information: _____

Date of Event: _____

Georgia County Records [Name of county must be provided.]

Estates [Check type of Estate record if known.]

- ☐ Wills
☐ Annual returns
☐ Guardianship
☐ Inventory and appraisalment
☐ Letters of administration

- ☐ **Marriages**
☐ **Tax Digests**
☐ **Deeds**

[Provide names of bride, groom, and county.]

[Provide name of taxpayer, county, and year.]

[Indicate if person is grantor/seller or grantee/buyer.]

Georgia State Military Records [Please note that none of these military records will be service records]

- ☐ **Confederate Pensions** [Provide name of soldier and/or widow and indicate regiment if known.]
☐ **Militia Records** [Includes Indian Wars (pre-1842), War of 1812, and the Mexican War (1846-1848).]
☐ **Revolutionary War** [Provide name of soldier.]
☐ **Spanish American War (1898)** [Provide name of soldier.]
☐ **World War I Service Summary** [Provide name of soldier.]

Other Georgia Records

- ☐ **Headright or Land Lottery Grant** [Provide name, location, or year.]
☐ **State Government** [Provide name of agency and type of record.]
☐ **General Name File** [Provide individual name. **This is not an overall index to our holdings.**]
☐ **Private Manuscripts** [Provide name of collection and folder level if known.]

Federal Records of Georgia Residents

- ☐ **Compiled Service Records of Confederate Soldiers** [Provide soldier's name and indicate regiment if known.]
☐ **Federal Population Schedules (Census Records)** [Provide name of head of household and circle only one year.]

1820	1830	1840	1850	1860	1870	1880	1900	1910	1920
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Please note that the Georgia Archives does not currently own the 1930 Federal Population Schedules.

Rev. 7/11/05

Terms and Conditions of Search

The Georgia Archives has extensive holdings of original records; microfilm copies of many pre-1900 county and federal records; and published lists, indexes, abstracts, and other guides to these sources. These holdings document the lives of Georgians since 1733, but they rarely extend into the 20th century unless that Georgian served in a public office or in World War II.

Limited research can be performed by Georgia Archives staff for a non-refundable fee. This fee will include one of the following:

- 1) up to twelve (12) photocopies for most orders with a source citation
- 2) a report of the search indicating all sources searched
- 3) a listing of suggested sources for further research

Staff will search up to one hour. If more than twelve pages are to be photocopied, the charge is \$.30 for each additional page. You will be notified of any potential additional charges. Please note that the Georgia Archives is not authorized or staffed to engage in comprehensive genealogical research or to verify family relationships. Each additional search request requires a separate form with the appropriate fee. The Georgia Archives cannot take orders for original records via e-mail or fax. Current turn-around time for replies is generally two to three weeks.

Record Search Descriptions

Georgia County Records

- Estate Records: these include loose estate case files, wills, annual returns, guardianships, inventories and appraisements, letters of administration, or a general index listing.
- Marriage Licenses: for any marriage during requested period. Please note that Georgia marriage licenses do not contain genealogical information such as parents' names or birth dates.
- Tax Digests: for a specific name in a specified county for any one year. The tax digest must be alphabetically arranged.
- Deeds: for a specific deed or general index in a specified county.

Georgia State Military Records *(Please note that none of these records will consist of service records. Service records should be requested from the National Archives and Records Administration.)*

- Confederate Pensions: this includes either the soldier's or the widow's application.
- Militia Records: the Adjutant General records contain information for soldiers in the Indian Wars (1779-1842), the War of 1812, or the Mexican War (1846-1848). These records consist primarily of muster rolls, lists of names, or letters to governors.
- Revolutionary War: the records searched include headright bounties, certificates, warrants, petitions, and affidavits.
- Spanish American War (1898): records consist of Muster-In and Muster-Out rolls only.
- World War I Service Summary Card Files: these cards usually contain residence, place of birth, age, race, service number, service, and date of discharge.

Other Georgia Records

- Headright Grant or Land Lottery: for a land grant to a specified individual or group. The applications were oral and thus are not available. *Parents' names, place of birth, or age is not contained in these records.*
- State Government: for specified records created by a specified agency. If the type of records are not specified, an inventory to the agency's records will be provided.
- General Name File Cards: for specific information on a pre-1900 individual. The information that the card provides vary widely from card to card. Please note that this is not an overall or comprehensive index to our holdings.
- Private Manuscript: Search includes one folder only. If a folder is not specified, the inventory to the collection will be provided.

Federal Records of Georgia Residents

- Compiled Service Records of Confederate Soldiers: for a service record when a regiment is specified. If regiment is not known, a search of the index of Compiled Service Records is provided.
- Census Records: for an actual census, one year only per search.